ACCESS WVU Student Guide

Every ACCESS student that becomes admitted to WVU will be sent an acceptance letter in the mail. It is essential that you do not lose this letter. It will contain necessary student information such as:

- MIX (Mountaineer Information Xpress) email address
- Username and default password to log into MIX and eCampus accounts for the first time
- WVU Student ID #

You can also locate your MIX email address through the online directory for WVU at http://directory.wvu.edu. Your username is the first section of your MIX email before the @ symbol.

Example: jpdoe@mix.wvu.edu = jpdoe MIX username

Your default password for all accounts will be six digits. The first two digits are for the day of your birth, followed by the last four digits of your WVU Student ID #. You will eventually change your password when activating your account.

Example:

Birthdate: January 12th

WVU Student ID: 123456789
Default Password: 126789

If you do not have your WVU Student ID #, you can follow the steps below:

- Go to https://login.wvu.edu
- Click on “Forgot your WVUID?”
- You will need to enter your birthdate and your Social Security Number
- Click Look Up

**If you misplace or lose your acceptance letter, you will need to contact our Admission’s office at 304-293-2121.**

Next Steps:

1. **Activate Your Account**- Go to https://login.wvu.edu
   - Click on “Claim Account”
   - Enter First and Last name, Date of Birth
   - Select “WVU ID Type” and enter your student ID #
   - Click “I’m not a robot” and click next
   - Answer the True/False questions and create security questions
   - Change your password from the default one given
Log into WVU Portal to Check Email- Go to https://portal.wvu.edu/
- Enter username and (new) password and click login
- Click on the “MIX Email” link in the top right corner
- You will need to check this email at least once a day so you don’t miss important information being sent

Log into the WVU Portal and eCampus- Go to https://portal.wvu.edu/
- Enter your username and password
- Click on the eCampus link on the bottom left-hand side
- You will see your course(s) in the middle of the page under “My Courses”
- Click on the link for your course(s)
- Tutorial for eCampus- http://online.wvu.edu/students/images/TutorialeCampus.swf

How to Pay- Go to https://portal.wvu.edu/
- Enter username and password and click login
- Click on the “STAR” tab
- Right click on “Student Services & Housing” and open link in new tab or window
- Click on “Student Accounts”
- Click “Electronic Bill by Term/Make Payment”
- Select the appropriate term and submit
- Scroll to the bottom of the page and click “Pay Now”
- Enter in the payment amount and submit
- Select your payment method- Electronic Check or Credit Card

** There is a 2.25% processing fee for using a Credit Card

If you forgot your password- Go to https://login.wvu.edu
- Click on ‘Forgot Password’
- Enter username and click next
- Enter First and Last name, Date of Birth
- Select “WVU ID Type” and enter your student ID #
- Click “I’m not a robot” and click next
- Follow the instructions for creating new password

If you are having trouble logging into eCampus and you have activated your account successfully, please contact our Help Desk at 304-293-4444. When you call, make sure to have your student ID # on hand. The Help Desk will need to have your ID # in order to proceed.

For any additional questions you may have, please contact 1-800-253-2762.